



Pre-Apprenticeship Training Program Commitment Letter

I, _____, understand and agree to the following:

- I am entering into an approximate _____ Training Program, known as _____, delivered by the _____ in partnership with the Office of Illinois Works (ILW) and the Department of Commerce and Economic Opportunity (DCEO).
- I will successfully complete the requirements of the program as follows:
 - Minimum of 80% attendance for each of the program's courses-absences excused on a case-by-case basis only
 - Achieving a score of 70% or more each of the course's post assessments
 - Maintaining a professional attitude, demeanor, and conduct respectful of all participants, instructors, and program staff
- Training will take place on _____ beginning _____ and running until _____. Classes will take place in person at _____.
If you arrive later than the starting time and/or you have multiple absences, it may result in dismissal from the training program and, as a result, unsuccessful completion.
- Due to situations beyond the control of the program, this program may temporarily or permanently move to a hybrid or virtual learning format. If this occurs, additional instructions and information will be supplied to you. During these times you will need access to a computer with a camera and audio and Internet access in order to fully participate.
- If you are loaned any technology from _____ or one of its partners, you are required to follow the established technology policy established by _____ and ILW.
- These courses are offered by _____. Funding is provided by a grant from Illinois Works and DCEO.
- Instructors and program staff will be issuing reports based on attendance, tardiness, participation, performance, and professionalism to _____ and the ILW.
- If I am having any personal or professional challenges that interfere with training or attending other required program activities, I will contact the Student Success Coordinator from _____ that is assigned to me as soon as possible.
- I will commit to providing _____ all documentation required for tracking key performance indicators required by ILW and DCEO.
- I will commit to participating in the evaluation to be conducted by _____ after training is completed.
- I will comply with all random drug tests required by _____.
- I will commit to complying with all COVID-19 protocols and requirements as outlined by _____, in response to requirement and recommendations from all competent authorities.



- In compliance with the Family Educational Rights and Privacy Act (FERPA), I give permission to release all information collected during this program to the DCEO and ILW.

Participant Signature: _____ **Date:** _____

Participant Print: _____

Staff Signature: _____ **Date:** _____

Staff Print: _____ **Staff Title:** _____